



THE CITY OF LYNWOOD INVITES YOUR INTEREST IN ASSISTANT CITY MANAGER / FINANCE

The Transformation Is Underway . . .



THE COMMUNITY

Located in the southern portion of Los Angeles County near the Orange County border, the City of Lynwood is home to more than 72,000 residents. Lynwood was incorporated in 1921 as a growing residential community that had strong agricultural roots. Today, the 4.9 square mile bedroom community of 15,000 households is a community in transition.

The City Council has embraced an exciting agenda for change that will result in an improved quality of life and abundant community pride laying the foundation for a vibrant and healthy future. The City Manager is building a progressive and talented management team that will lead the organization toward realizing this vision.

Consistent with Southern California trends, Lynwood is rich in diversity. The population is 82 percent Hispanic/Latino, 13.5 percent Black/African American, and 3 percent White/non-Hispanic. The median age is 24.4 and the average household size is 4.7.

Located within the City, St. Francis Medical Center

provides hospital, emergency and routine medical services. Located alongside the 105 Freeway in between the Harbor 110 Freeway and Interstate 5, Lynwood is extremely accessible. The City is served by the Green and Blue Metro commuter rail lines.

CALIFORNIA'S NEXT TURNAROUND STORY

In order to transform Lynwood into a vibrant and desirable community, the City Manager is appointing strong visionary managers to help guide the most aggressive internal and external revitalization effort ever in Southern California. If you are interested in playing a significant role in redefining public services in a City with unlimited potential, Lynwood offers the perfect career opportunity. The Assistant City Manager/Finance plays a key role in the modernization of Lynwood's administrative infrastructure, thereby contributing to the success of all departments, as well as helping to enhance the rapidly improving economic vitality of the City.

Consistent with the City Council's commitment to creating a stronger future for the community, the Council unanimously appointed Enrique Martinez to be Lynwood's new City



CITY GOVERNMENT

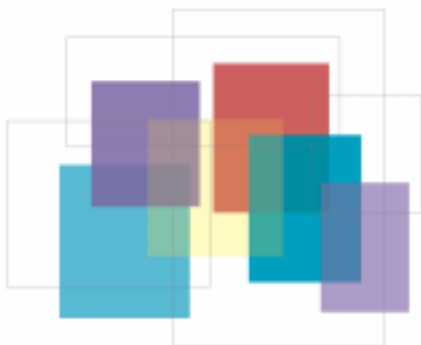
Manager in March 2005. An experienced city manager, Mr. Martinez most recently served as Assistant City Manager for the City of Pasadena. Previously, he served as City Manager in the cities of Colton and Bell Gardens, CA, Palm Beach Gardens, FL as well as Deputy City Manager in San José, CA.

The incoming Assistant City Manager will be another new addition to a growing Management Team of impressive talent. Since Mr. Martinez was appointed, he has recruited a new Director of Human Resources, Director and Deputy Director of Redevelopment, Director of Public Works, Director of Quality of Life and the City's first Marketing Manager

These new leaders were selected not only for their impressive technical expertise, but also for their contagious energy, results oriented style and sincere desire to realize significant change for the betterment of an organization and a community.

The City of Lynwood is a general law city pursuant to California law and operates under the council-manager form of government. Five City Council Members are elected at large to four-year, staggered terms. The Mayor and Mayor Pro Tem are selected by their peers for one-year terms. There are no term limits in Lynwood. Other elected officials include the City Clerk and City Treasurer.

Common to Los Angeles County, Lynwood is a "contract city." While most of the municipal operations and services are encompassed within city government, Lynwood contracts with the County for public safety services through the Los Angeles County Sheriff and Fire Departments. The County also operates the popular Lynwood Library located within the Civic Center. In addition, City Attorney services are provided contractually by two private firms specializing respectively in local government and redevelopment.



City Departments include Development Services, Environmental Services, Finance & Administration, Human Resources, Recreation & Community Services, Redevelopment and Quality of Life. Lynwood has an annual operating budget of over \$40 million, and a capital improvement program of \$50 million. The City operates with the help of 187 full-time employees. Employees are represented by two associations/ bargaining groups. Lynwood also has a redevelopment agency, a City-run Lynwood Information Incorporated, and a Utility Authority.

The Council is supported by a number of Commissions that currently include the Youth, Women's, Traffic & Parking, Public Safety, Planning, Recreation, and Community Affairs Commissions, the Block Grant Advisory, Senior Citizens Advisory and Personnel Boards, the Veterans Affairs Council, the Lynwood Sports Association and the Lynwood Youth Activities League.

For additional information on the City of Lynwood, visit the City's website at www.lynwood.ca.us

FINANCE & ADMINISTRATION DEPARTMENT

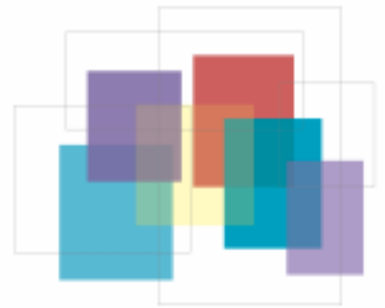
The Assistant City Manager/Finance is responsible for overseeing the accounting, CDBG, purchasing, internal controls and information services divisions of the City, and providing oversight to the Human Resources Director. This position serves as a key advisor to the City Council, City Manager, and department heads. Primary responsibilities include oversight of purchasing, accounting, internal controls, budgeting, human resources, information technology, and CDBG programs. The incumbent also serves as Acting City Manager in the absence of the City Manager, assists with the day-to-day management of the City and with special projects as necessary.

The Assistant City Manager/Finance is responsible for the \$90 million city budget (including the General Fund of nearly \$30 million), as well as the budgets of the Redevelopment Agency, and Lynwood's special units and authorities. The Department plays a critical support role to the entire organization as well as the community. Finance & Administration is organized among five divisions: Finance (including Accounting, Municipal Billing and Payroll), Internal Controls and Analysis, Centralized Purchasing, Information Services, and Community Development Block Grant. The Department operates with an annual budget of \$5.0 million and the support of 25 full-time employees.

Along with running the day-to-day operations of the Department, the new ACM will be expected to:

- Establish credibility and trust among key stakeholders early on in his/her tenure
- Develop and implement strong internal controls, including a centralized purchasing structure
- Work with city leaders to develop strategies to continue to improve the City's fiscal health
- Implement a new financial system

Lynwood ended the prior fiscal year (2004-05) with a General Fund Reserve of nearly \$12 million. The City has a strong fiscal position;



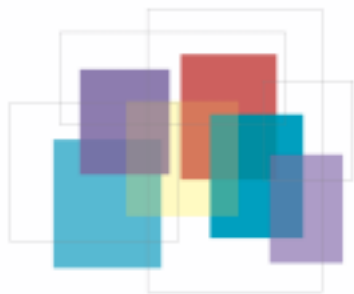
however, requires strengthening of internal controls, investment in infrastructure, human resource development, and long-term planning.

THE IDEAL CANDIDATE

Experience - Finance professionals who have Director or Assistant Director level experience in a similar setting and possess a strong general knowledge of human resources and information technology will be ideally qualified for this position. Ideal candidates will have a strong background in successfully managing a municipal finance operation including budgeting, financial planning and reporting, purchasing, revenue management and technology services.

Education - A Bachelor's degree in accounting, business, public administration, or closely related discipline is required. Master's degree in Business Administration, Public Administration, Public Policy or a related field is highly desirable.





COMPENSATION & BENEFITS

The starting salary for the new Assistant City Manager/Finance will be dependent on experience and qualifications; there is no range established for this position. In addition to salary, Lynwood offers a benefits package which includes:

CalPERS – The City offers a 3% at 60 formula, which is fully paid by the City

Auto Allowance – \$600 per month

Deferred Compensation – The City offers the CalPERS 457 plan

Medical Insurance – Employees are covered 100% by the City for the selected health plan through the CalPERS system. Dependents may also be covered with the City contributing up to the family coverage rate of the Kaiser HMO plan toward any medical plan selected by the employee.

Dental, Vision Insurance – Covered at 100% by the City for employees and their dependents

Life Insurance – Life, AD&D covered at 100% by the City.

Long Term Disability Insurance – This coverage is offered through CalPERS at the employee's cost.

Vacation – Accrued at the rate of two weeks each year and increasing based on years of service.

Other Leave – Holidays: 70 hours annually. Executive Leave: 90 hours annually

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The filing deadline for this recruitment is **Friday, June 16, 2006**. To be considered for this rare opportunity, please submit a cover letter, a resume that reflects size (staff, budget) and scope of current/most recent organization and responsibilities, list of six professional references, plus current salary information. For additional information regarding this opportunity, contact:



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Following the final filing deadline, candidates with the most relevant qualifications will be granted interviews by the consultants in June. Those individuals determined to be best suited for the position will be interviewed by the City in July with an appointment anticipated shortly thereafter, upon the completion of thorough reference and background checks.

Professional Characteristics

In addition to the above, other important qualities and skills the City is seeking in a new ACM include:

- Proactive and accessible communicator
- Exhibits a high degree of professionalism and uncompromising ethics
- Displays a passion for working with people
- Serves as a role model for others
- Conveys a high degree of political acumen, but is not political
- Exercises exceptional judgment
- Possesses superior analytical abilities
- Strong and effective manager of people
- Resourceful and innovative problem solver
- Outstanding verbal and written communicator
- Gifted strategic thinker

